

1216-110 Essentials of Speaking and Listening (3 credits)

Course Syllabus

Instructor Information: Mrs. Katie Jakubek
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Best to call from 7:45-8:10, 3:00-3:45

Description:

This course teaches the use of verbal and nonverbal communication to organize and deliver effective oral presentations. Additional emphasis is placed on identifying and overcoming listening barriers. The number one greatest fear that many people have is speaking in front of a group of people. If the very thought of having to stand in front of a group of people and talk sends shivers up your spine and causes you to break out into a nervous sweat, then that is precisely why you should be taking this class. This course may not completely cure you of this condition, but it will give you the tools you need to overcome your fear and communicate more effectively.

Just as you have a unique writing style, you also have a unique speaking style. In this class, we will work toward developing that style, and you will learn the accepted practices for public speaking and the many ways it can impact your personal and professional life. In order to accomplish these things, this course will focus on the following objectives:

Objectives:

Students will gain knowledge and skills in:

1. Developing critical thinking skills
2. effective outlining
3. selecting the speech purpose and limitation
4. analyzing and adapting to an audience of the subject area
5. Analyzing and adapting to the occasion
6. Research Practices
7. Using evidence and supporting materials
8. Effective speech composition
9. Preparing and presenting information individually and in groups
10. Effective delivery
11. Developing critical listening skills
12. Effective methods of speech criticism
13. Identifying and overcoming listening barriers
14. Including effective visual aids
 - a. Developing an effective introduction
 - b. Developing an effective conclusion
 - c. Organizing the body of the speech

Text and Supplies:

Required: A Pocket Guide to Public Speaking by O'Hair, Rubenstein and Stewart; Bedford/St. Martin's

Required Supplies: Speech Critique Sheets

Recommended: MLA Handbook for Writers of Research Papers

Course Requirements:

1. Students must choose speech topics which are creative, novel, unique, and appropriate for their audience, rather than topics that lack originality.
2. Each student will deliver a minimum of four speeches:
 - a. A 3 to 5 minute impromptu speech.
 - b. A 4 to 6 minute extemporaneous speech using at least 3 sources.
 - c. A 5 to 7 minute persuasive speech.
 - i. The speech must utilize a problem-solution organizational pattern.
 - ii. The speech must contain a minimum of 5 different sources. Failure to utilize 5 different sources will warrant lowering the speech grade by at least one full letter grade.
 - d. An 18-20 minute informative group presentation.
 - i. Each student will work with an assigned group of 4-6 to prepare and present this assignment.
 - ii. Presentations must contain a minimum of 10 outside sources.
 - iii. Groups will be required to use an effective visual aid in this presentation. (Demonstration or "how to" topics are NOT allowed.) Visual Aids are recognized as supporting material much like testimonies, statistics, examples, etc. used to support a sub-point in the speech. Examples include pictures, graphs, media, etc.
 - iv. Groups will be responsible for preparing contracts that lay out expectations for members, disciplinary actions, and procedures for firing a member of the group. All decisions made by group contract must receive final approval of the instructor.
 - v. This presentation will be graded on both a group and individual basis.
 - e. Any speech over or under time will be penalized. If a speech exceeds the time limit it may be stopped.
3. Guidelines for use of speaking notes and podium:
(Failure to abide by a. and b. will warrant failure of the speaking assignment.)
 - a. Outlines may not be used to deliver any of the speeches.
 - b. Students are not to use a lectern or podium for any of their speeches.
 - c. Students may deliver all speeches without the use of notes. If notes are used, they may not exceed two 3x5 note cards, written on one side only. One of the cards may contain only bibliographic documentation (NOT supporting material) necessary for source citation. The other card may not exceed 35 words. Failure to follow these guidelines will warrant lowering the speech grade by at least one full letter grade. This requirement applies to individual and group presentations.
4. Outlines and Works Cited:
 - a. The persuasive speech and the group presentation will be accompanied by a typed complete sentence outline which will be given to the instructor prior to speaking and will include a Works Cited of research sources.
 - b. If a work is cited in the speech it is to appear in the Works Cited. If a work appears in the Works Cited, it is to be cited in the speech.
 - c. Students must follow MLA style for the Works Cited.
(Failure to abide by a., b., and c. will warrant failure of the speaking assignment.)

5. You must be prepared to speak the first day of speeches. This means you must be prepared to speak whenever your name is called. Failure to deliver the 4 required presentations will mean failure of the course. You cannot make up a missed presentation unless extenuating circumstances occur.
6. Students will be responsible for reading the text and handouts distributed in class. Students are responsible for lecture notes.
7. All students are required to evaluate other speakers using the Speech Critique Sheets. In addition, students will be required to participate in classroom critique sessions as an exercise in active and critical listening. Student critiques will be a graded assignment that will be evaluated periodically by the instructor.
8. All students are required to complete a variety of listening activities/assignments throughout the term.

Behavior Expectations:

There is one. **Be respectful.**

1. To others; don't talk when someone else has the floor. Any harassment, belittling, teasing, or ignoring – intentional or not – is unacceptable and has no place in this course.
2. To your teacher; I work very hard throughout the school year to ensure you the best education I can give you. I expect your cooperation in return.
3. To the building & its contents.
4. To yourself! Do not cheat yourself out of this experience by cheating, plagiarizing, or giving little-to-no effort. Push yourself.

& little rules- annoying- but necessary

1. ***Do NOT write on the tables*** or you will be staying after school to clean all of them!
2. ***NO electronic devices!*** If I see them they will be sent to the office.
3. If you come to class and realize you have forgotten something in your locker, you may go and get it; ***however***, you will be counted as ***tardy!***

Attendance Policy:

1. Small assignments collected at the beginning of class will be accepted no later than the next class day for 50% of what was earned on the assignment. An assignment is late if it is turned in any time after I collect it.
2. Failure to give your speech on the assigned day will result in 20% being taken off the earned grade each day the speech is not ready.
3. If you are absent because of illness on the day your speech is due, you must have a note from your parent/guardian detailing the reason for the absence. A doctor's note would suffice. You must present this note on the day you return or 20% will be deducted from your earned grade.

4. If you are absent on the day your speech is due, you must be prepared to give your speech *the day you return to class*.
5. If you should miss a **major or minor speech** due to failure to be prepared, 20% will be deducted from what *would have been your score* on the presentation. You will be required to present first on the next day that the class meets. If the presentation is not made at this time, the presentation score will be reduced by 50%.

Academic Honesty:

Students will be expected to abide by the SMSU Academic Honesty Policy and the Southland Handbook. Plagiarism is not tolerated and will result in the failure of this class.

Final Thoughts:

This is a very important class. You will learn a great deal and will be amazed at how you progress throughout the semester. In order to get the most out of this class, you need to listen to my advice, practice, and put your heart into your speaking. Be confident in yourself, and know that we are here to help each other!

